



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

9/25/2013

Ophelia Boateng  
907 12 Ave  
Coralville IA 52241

Dear Child Care Provider,

This letter is in regards to the follow up compliance check of your Level A, Registered Child Development Home completed on 9/24/13. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were still out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

**Need dr phone numbers added- sent sample form if want to post on wall**

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

**Need to document they are doing them**

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

**Health Related Emergency Policy ----Sample**

In the event of a minor health related emergency ( ie: bloody nose, scraped knee, minor cut) I will use my first aid CPR training as needed. I will complete an injury report form and give to the parent at time of pick up along with calling or texting the parent after the child's needs have been dealt with.

In the event of a health related emergency that exceeds my ability, I will call the parent/guardian/ or (emergency contact person if the parent can not be reached) for further directions.

In the event of a life threatening health emergency I will call 911 and call the parent as soon as possible. If the child is required to be transported for medical attention they will go via ambulance unless the parent /guardian/ emergency contact has arrived and can make the determination for transportation. I will stay with the other children in care.

The above policy illustrates why I must maintain accurate information on all phone numbers and addresses for parents, guardians, and emergency contact persons along with medical providers for your child. Please ensure that is accurate at all times.

I maintain a valid CPR and First aid certificate along with a first aid kit to meet the needs for minor injuries.

I will complete an injury report form and send a copy home with the family and retain one for the child's file if first aid is applied due to an injury.

☐ 110.5(2) A provider file is maintained and contains:

- ☐ 110.5(2)a A physician's signed **statement of health and immunization status** on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. **Need for self and spouse. Her's is scheduled for next month**

Please attempt to locate immunizations. Document what you have done to attempt to locate those. Your parents, baby books, schools: elementary, middle, high school and colleges, county or state public health, current physician, military records are the best places to start looking. Discuss with your doctor what they believe you should do to meet that law, (ie: take a titer test- these are very expensive and it might be easier to get the immunizations again, be re- immunized, have Doctor complete a medical waiver). The immunizations that are required are measles, mumps, rubella, diphtheria, tetanus and polio.

- ☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

- ☐ 110.5(8) Children's Files

The children's files must be **updated annually with the emergency medical authorization completed yearly**. If the parent wants to review, edit and resign and date the intake and emergency medical authorization instead of completing a new form that is ok. I suggest you pick a date, such as the first of the year, beginning of school, your birthday or anniversary, Valentine's Day, ect. On that date I suggest you double check for a current physical form and immunizations (if there were any updates) and have the parents redo or resign the emergency medical and intake information.

- ☐ 110.5(8) An individual file is maintained for each child and **updated annually or when there are changes**. Each file contains: **need for Zoee,**

- ☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. **need for Zoee,,**

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency-- **need for Zoee,**

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment: - **need for Zoee,**

- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. **Need for Kenley and Kallen**

- ☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. **Need for Jackson**

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. . **need for Zoee,**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

**Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: 45 days of receipt**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 319 892-6826. if you have any questions regarding this letter.

Sincerely,

Lisa Wesbrook  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. They have consultants who can assist you in coming into compliance. You can reach Child Care Resource and Referral at 866-324-3236 or go to the following web site: [http://www.iowaccrr.org/who\\_we\\_are/region\\_5](http://www.iowaccrr.org/who_we_are/region_5) and click on current training calendar which you will find in the body in red text.

The CCR&R website has a host of information including a document called Q/A. That document is the clarification of many questions and corresponding answers staff has had on the day care rules. This is a fluid document and new questions and answers are being added. I would suggest you review it at least every 6 months. You can find it on the CCR&R website. The exact address for the question and answer document is: [http://www.iowaccrr.org/resources/files/Consultant/CDH%20Question\\_Answer.pdf](http://www.iowaccrr.org/resources/files/Consultant/CDH%20Question_Answer.pdf)

HACAP also has a training newsletter. To obtain that newsletter you can email them. Send your name, address, phone number, e-mail address, and that you are a registered child development home to Ashley at [ameincke@hacap.org](mailto:ameincke@hacap.org). You may also call them: Child Care Programs at 319-739-1556 if you have any questions.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. In addition to the approved 24 hours you will also need valid certificates in CPR, first aid and Mandatory child abuse training at time of renewal. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry>. This site also has the forms to use to request training approval.

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).

An additional site that you might find helpful is the US Consumer Product Safety Commission recall site. If you go to the site and register your e-mail address the site will automatically send you updates on any products that are on recall. Baby items seem to go on recall often, especially sleeping equipment, pack and plays, car seats and toys. This is a good site to be aware of or to have the automatic updates sent to you. <https://www.cpsc.gov/cpsclist.aspx>

There is a law change I want to make you aware of. There was a rule change effective 6-1-13 You are no longer required to have a land line phone as a registered child development home. If you eliminate your land line phone please e-mail the CCA in Des Moines with a current contact phone number. That e-mail address is: [crsacca@dhs.state.ia.us](mailto:crsacca@dhs.state.ia.us)

# Iowa Department of Human Services

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**Terry E. Branstad**  
Governor

**Kim Reynolds**  
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**Charles M. Palmer**  
Director

Date: \_\_\_\_\_ 9/25/13 \_\_\_\_\_

Attention Parent and/or Guardian of child attending **Ophelia Boateng**  
Child Development Home.

The Iowa Department of Human Services requires all childcare providers to maintain an individual file for each child in their care. This file must include the following items:

- 1) Intake information which includes the following: child's name and DOB, parents name, address and phone numbers at home and work; along with documentation of any special needs of child
- 2) Emergency medical authorization signed by the parent,
- 3) Emergency contact information, which includes parents' names and phone numbers, doctors name, address and phone numbers along with name, phone number and relationship of another adult available in case of an emergency
- 4) List completed and signed by the parent on people who can pick up the child including their phone number and relationship to the child
- 5) Immunization certificate
- 6) Yearly statement of health: for school age children it can be signed by the parent. For infants and preschoolers it must be signed by a physician
- 7) A physical:
  - a) For infant and preschoolers: it must be at their initial start of childcare and then annually (the yearly statement of health form above)
  - b) For school age children: it must be, at the minimum, dated at the time of their elementary school enrollment.

If you do not have the above requirements to the Child Development Home the provider has been directed to no longer care for your child until the necessary paperwork has been obtained as they are out of compliance. The provider has given you 30 days to obtain this information. If it is not in their file by the end of the 30 days which is, **10/25/13** they have been directed they should no longer care for your child until it has been obtained. Please feel free to call me if you have questions on this matter.

Lisa Wesbrook (Linn County: last name A-J & Benton and Iowa County) 892-6826 OR  
Dale Garlinghouse (Linn County: last names K-Z & Jones County) 892-6803  
Day care registration workers